

☐ **New Enrollment**

☐ **Change of Status / Bank / Information**

Water Bill Account Number _____ . _____

Water Service Address _____

Debit/Credit Authorization Agreement (ACH)
ID Number 54-6001543

I (we) hereby authorize the Town of Purcellville, hereinafter called COMPANY, to initiate Debit/Credit entries to my (our) **Checking Account / Savings Account** (*select one*) at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit/credit such entries as may be required to process utility payments. I {we} acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U. S. law.

Depository (Bank) Name _____ Branch _____

City _____ State _____ Zip _____

Please attach a voided check if this is a checking account. Please attach a voided deposit slip if this is a savings account.

Routing Number _____ Account Number _____

Is this a checking or a savings account? (circle one) Checking Savings

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name _____
Primary Account Owner (Please Print)

Signature _____ Date _____

Name _____
Account Co-Owner (Please Print)

Signature _____ Date _____

Phone Number: _____

ACH Payment Option

For your convenience and upon many requests, The Town of Purcellville is now offering ACH withdrawals for utility bills (water/sewer). Please visit the Town website at www.purcellvilleva.com for further information and an application. Or stop by the Town Hall located at 130 East Main Street to pickup an application.

What does ACH stand for? Automatic Clearing House, which simply means with your permission The Town of Purcellville, will have the ability to automatically deduct your utility bill from your checking or savings account each billing period.

ACH lets your bank do all of the work. Each billing period, the amount due is automatically deducted from your checking or savings account. This withdrawal will occur on a fixed date every other month. There is no check for you to write, nor any postage expense— ACH takes care of it for you! All you have to do is make sure there is enough money in your account as the Town's fee for non-sufficient funds applies to ACH also.

ACH offers reliability. Currently many citizens are using online bank services which have not proven to be as convenient. Online banking services still issue actual paper checks that are subject to mailing delays, causing confusion and embarrassment of late payment notices.

To take advantage of this new service, please visit the Town website at www.purcellvilleva.com for further information and an application. Or stop by the Town Hall located at 130 East Main Street to pickup an application.

Please remember that The Town of Purcellville also offers the convenience of accepting MasterCard, Visa, American Express, Discover and electronic checks via Official Payments Corp. 800-2PAY-TAX (800-272-9829) or www.officialpayments.com